

**Subject:** RE: Revised PTO  
**From:** Robin Bieker <robin@biekerco.com>  
**Date:** 08/09/2018 06:58 PM  
**To:** 'Ellen Riotto' <ellen@southpark.la>, 'Robert Buente' <bbuente@1010dev.org>

I'm drawing a blank on this...Bob?

From: Ellen Riotto [<mailto:ellen@southpark.la>]  
Sent: Thursday, August 09, 2018 2:04 PM  
To: Robin Bieker; Robert Buente  
Subject: FW: Revised PTO

Do either of you recall this agreement?

From: Josh Kreger <[josh@southpark.la](mailto:josh@southpark.la) <<mailto:josh@southpark.la>> >  
Date: Thursday, August 9, 2018 at 1:54 PM  
To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <<mailto:ellen@southpark.la>> >  
Subject: RE: Revised PTO

Not sure exactly which Exec Committee members were involved (I only communicated with Jessica), but I'm pretty sure at least Bob would have been involved. The Exec committee at that time was Robin, Shelby Jordan, Daniel and Bob.

Josh Kreger

Director of Real Estate and Planning

South Park Business Improvement District

1100 S Flower St, Suite #3400, Los Angeles, CA 90015

[josh@southpark.la](mailto:josh@southpark.la) <<mailto:josh@southpark.la>> | o. 213 663 1123 | c. 213-344-6749

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From: Ellen Riotto  
Sent: Thursday, August 09, 2018 1:47 PM  
To: Josh Kreger <[josh@southpark.la](mailto:josh@southpark.la) <<mailto:josh@southpark.la>> >  
Subject: Re: Revised PTO

Thanks for bringing this up, Josh. I don't see any record of it in your digital or hard-copy employee file. Do you recall if any Executive Committee members were included in that conversation?

From: Josh Kreger <[josh@southpark.la](mailto:josh@southpark.la) <<mailto:josh@southpark.la>> >  
Date: Thursday, August 9, 2018 at 1:12 PM  
To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <<mailto:ellen@southpark.la>> >  
Subject: RE: Revised PTO

Hi Ellen,

Back before I went on paternity leave (July 2016). I received a raise that included an extra week of PTO per year. Jessica was Executive Director at that time and I'm not sure if/where this was recorded. I just want to make sure that the PTO days I have accrued since then reflect that change and are recorded somewhere (I'm not sure where this would be – Jessica told me in an in person meeting). Thanks.

Josh Kreger

Director of Real Estate and Planning

South Park Business Improvement District

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From: Ellen Riotto

Sent: Thursday, August 09, 2018 12:50 PM

To: Josh Kreger <[josh@southpark.la](mailto:josh@southpark.la) <<mailto:josh@southpark.la>> >; Wallis Locke  
<[wallis@southpark.la](mailto:wallis@southpark.la) <<mailto:wallis@southpark.la>> >; Lulu Woldemariam <[lulu@southpark.la](mailto:lulu@southpark.la)  
<<mailto:lulu@southpark.la>> >

Subject: Revised PTO

All,

Executive Committee has approved the following proposed changes to staff PTO, effective immediately (but not retroactively):

Length of Employment

Hours per year

Days per year

Accrual rate per pay period

Less required sick days (6)

CURRENT

1-2 years

112

14

4.31

8

3 years

120

15

4.62

9

4 years

128

16

4.92

10

5 years

136

17

5.23

11

6 years

144

18

5.54

12

7 years

152

19

5.85

13

PROPOSED

1 year

128

16

4.92

10

2 years

136

17

5.23

11

3 years

144

18

5.54

RE: Revised PTO

12

4 years

152

19

5.85

13

5 years

160

20

6.15

14

6 years

168

21

6.46

15

7 years

176

22

6.77

16

I will be updating our Employee Manuals and will ask you to sign new copies. Please let me know if you have questions.

Best,

Ellen

Ellen Riotto

Executive Director

South Park Business Improvement District

1100 S Flower St, Suite #3400, Los Angeles, CA 90015

[ellen@southpark.la](mailto:ellen@southpark.la) [<mailto:ellen@southpark.la>](mailto:ellen@southpark.la) | o. 213 663 1112

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